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DATE: MAY 15, 2013

TO: ALL CODE ADMINISTRATION STAFF AND CUSTOMERS

FROM: JOHN CATLETT, DIRECTOR

SUBJECT: **NOTIFICATION PROCEDURES FOR DEEP FOUNDATION PROJECTS**

This policy provides required direction to assist those performing deep foundation excavations (exceeding 4 feet in depth) and/or piling driving work in order to help ensure the protection of surrounding structures during the installation of deep foundations and/or piles. This policy is intended to help protect the permit applicant from unsubstantiated damage claims and the surrounding property owners, who could be affected by these activities.

The permit applicant shall provide the required documentation that notifications have been provided to adjacent property-owners or owners agents within a one block circumference of the construction site. Documented evidence that this has been performed must be provided before a construction permit is issued. The notification letter (to the surrounding neighbors) shall include:

- An offer of a pre-construction photographic survey of the interior and exterior conditions of the properties. The cost for this survey shall be the responsibility of the project owner, developer or contractor;

- A summary of how damage complaints and/or claims will be handled by project personnel, insurer, developer or contractor;

- The name and a phone number of a point of contact who will handle possible complaints from property owners during the construction process, including reporting contact information for after hours emergencies;

- Allow a minimum 10 calendar day time-frame for owners/tenants to respond to the survey offer prior to initiating work.

In addition, the notification submission shall include the method by which owners were contacted; to include the use of certified or registered mail and evidence as to whether the notice was either returned undelivered, accepted or refused.